

# **CITY OF AMESBURY**

## ***HEAD OF CIRCULATION, AMESBURY PUBLIC LIBRARY***

The City of Amesbury (estimated population 17,500), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking an experienced candidate to fill the important position of **Head of Circulation, Amesbury Public Library**.

Under the direction of the Library Director, the Head of Circulation provides supervision to the Circulation Department and oversees all circulation functions, interlibrary-loans, and network transfers on an automated library system. They will supervise a staff of three and serve as the lead for that department. They will be responsible for overseeing and participating in the circulation operations on a day to day basis, and will coordinate and work with other department heads and perform all similar or related duties.

Minimum qualifications for this position are a Master's Degree in Library Science with 1-3 years of related experience, including previous managerial experience. Candidates for this position must also possess a Certificate in Librarianship from the Massachusetts Board of Library Commissioners.

The starting salary for this 35-hour per week position is \$26.37 per hour. The regular schedule is Monday-Friday days, with occasional nights required and rotating Saturday shifts. This union position is under the Office and Professional Employees International Union, Local 6, AFL-CIO (OPEIU).

Please submit a letter of interest and resume for consideration to Alyssa Premo, Human Resources Office, City of Amesbury, 62 Friend Street, Amesbury, MA 01913 or via e-mail to [premoaa@amesburyma.gov](mailto:premoaa@amesburyma.gov). This position remains open until filled, with priority given to those who respond by **Friday, November 27, 2020**.